

FARMINGTON POLICE DEPARTMENT

POLICY AND PROCEDURE

	POLICY NUMBER: 431-01	EFFECTIVE DATE: 09/28/2016
	SUBJECT: Sworn Officer Recruitment	
	APPROVED BY:  STEVEN D. HEBBE, CHIEF OF POLICE	



PURPOSE:

To establish the Department's sworn officer recruitment policy.

POLICY:

It is the policy of the Farmington Police Department to recruit the most qualified candidates and to ensure that efforts to do so are expended in an organized and effective manner. The Department will utilize a recruitment plan consistent with Department needs and City Personnel Department guidelines.

PROCEDURE:

Administrative Practices and Procedures:

The Department maintains an ongoing recruitment program to provide a list of eligible applicants for actual or projected Department openings.

The Department has established two programs to ensure a continuous list of eligible applicants at both the lateral and recruit entry levels:

1. Entry level - designed to attract, test, and evaluate applicants with no prior police experience;
2. Certified lateral - designed to attract, test, and evaluate applicants who have been certified as law enforcement officers in the State of New Mexico by the New

Mexico Department of Public Safety Law Enforcement Academy (NM DPS LEA).

3. Non-certified lateral – designed to attract, test, and evaluate applicants to be certified as law enforcement officers through entities other than NM DPS LEA, but are eligible for certification by waiver through NM DPS LEA.

Implementation of Recruitment Program:

The lateral and recruit entry level programs are jointly implemented by the Department and the City Personnel Department. Both programs are further governed by the rules and regulations of the City Personnel Department. The Department's participation in the recruiting program is outlined below:

1. Designs and distributes recruiting brochures;
2. Provides speakers for career opportunity functions;
3. Provides in-service recruiting training to officers;
4. Approves advertisements placed in the media;
5. Drafts job duties and qualifications for vacant positions.

Assignment of Recruitment and Related Duties:

All recruitment and related duties are assigned by the Chief of Police and coordinated by the Professional Standards Lieutenant.

Personnel Participating in Recruitment Program:

Individuals assigned to administer or participate in the recruitment process should be trained in the following areas prior to initiating any recruitment activities:

1. Department recruitment needs (current and projected);
2. The City of Farmington Equal Employment Opportunity/Affirmative Action Policy;
3. The community and its needs;
4. Department organization and operation;
5. Department career opportunities, salaries, benefits, training, and job diversification;
6. Federal and state compliance guidelines;

7. The selection process;
8. Duties and qualifications required of candidates, as well as disqualifying characteristics;
9. Medical and retirement system qualifications.

This training will be facilitated by the Training Unit with assistance from the Personnel Department.

Recruitment Process:

All members of the Department, including minorities, are encouraged to participate in the recruitment process.

Community Outreach:

The Department seeks cooperation from various community organizations, educational institutions and local governmental personnel agencies in its recruitment efforts.

Dissemination of Recruitment Material:

The City Personnel Department seeks permission to post job announcements with community organizations that are in contact with individuals who are likely candidates for recruitment.

Affirmative Action and Equal Employment Opportunity:

The Department is fully committed to the concept and practice of equal opportunity and affirmative action in all aspects of employment and supports the City of Farmington, New Mexico AFFIRMATIVE ACTION COMPLIANCE PLAN for Minorities and Women.

Job Announcements and Publicity:

All Department job announcements will provide a description of the duties, responsibilities, and required skills, educational requirements, physical requirements, and any other requirements pertinent to the position to be filled.

Advertisement of Entry Level Vacancies:

The Training Unit will coordinate with the City Personnel Department to disseminate recruitment material to the media.

Advertisement as an Equal Opportunity Employer:

All job/recruitment advertising and applications clearly state that the Department is an equal opportunity employer.

Recruitment Literature:

The Department's recruiting brochures and assorted literature depict the role of women and minorities in law enforcement.

Application Deadline:

All application filing deadlines are plainly indicated on announcements and advertisements.

Application Status:

The Farmington Police Department or the City Personnel Department makes it clear to all applicants that they will be notified prior to any testing for the position of Police Officer or Community Service Officer. Applicants are also made aware of the fact that each application is kept in a "current file" up to the completion of the testing process.

Following formal application, candidates are contacted at each phase of the process to keep them informed of both the process and their status. If an applicant has completed the testing process and has not been offered employment, for any reason, the applicant is notified by mail that they are no longer being considered and must re-apply to be considered for future employment.

Outside Jurisdiction Recruitment:

The Farmington Police Department will recruit outside the local jurisdiction when the opportunity presents itself.

Application Omissions:

Applications are not rejected simply because of omissions or deficiencies that can be corrected prior to the interview or testing process.